

# Melsonby Court Building Safety Service Schedule

From November 2023

## **Melsonby Court**

Melsonby Court was built in 1970 and is a 12 storey / 33m tall building, with 66 rented general needs homes. It has one central staircase, three clearly signed fire exits, and a total floor area of 3500m<sup>2</sup>.

### **Category:**

Higher risk building 2.

### **Details of construction:**

Reinforced concrete frame and floor slabs with outer brickwork and cladding (refurbished in 2007).

### **Heating type:**

Electric panel and storage heaters.

### **Parking:**

Available on site for residents and visitors.

### **Safety checks:**

835 each year.

### **Number of fire doors within the building:**

216.

## **Contact us**

 [www.thirteengroup.co.uk](http://www.thirteengroup.co.uk)

 0300 111 1000

 [customerservices@thirteengroup.co.uk](mailto:customerservices@thirteengroup.co.uk)

## Safety Checks

TYPE	FREQUENCY	RESPONSIBLE PERSON
Asbestos (communal areas)	Annually	Head of Investment & Cyclical Maintenance
Booster pump	Quarterly	Head of Investment & Cyclical Maintenance
Building façade	Every two years	Head of Compliance & Customer Safety
Calorifier water heater inspection	Quarterly	Head of Investment & Cyclical Maintenance
Closed circuit television	Bi-annually	Head of Investment & Cyclical Maintenance
Cold water storage inspections	Bi-annually	Head of Investment & Cyclical Maintenance
Commercial gas boiler	Bi-annually	Head of Investment & Cyclical Maintenance
Communal EICR	Every five years	Head of Investment & Cyclical Maintenance
Compartmentation survey	Every three years (under review)	Head of Compliance & Customer Safety
Door entry access	Bi-annually	Head of Investment & Cyclical Maintenance
Dry riser (pressure)	Annually	Head of Investment & Cyclical Maintenance
Dry riser (visual)	Annually	Head of Investment & Cyclical Maintenance
Emergency lighting (annual drain down)	Annually	Head of Investment & Cyclical Maintenance
Emergency lighting (monthly)	Monthly	Head of Investment & Cyclical Maintenance
Fire alarms (quarterly)	Quarterly	Head of Investment & Cyclical Maintenance
Fire alarms (weekly)	Weekly	Head of Building Support Services
Fire dampers	N/A	Head of Investment & Cyclical Maintenance
Fire doors communal	Quarterly	Head of Compliance & Customer Safety
Fire extinguisher	Annually	Head of Investment & Cyclical Maintenance
Fire risk assessment	Bi-annually	Head of Compliance & Customer Safety
Flat entrance fire doors	Annually	Head of Compliance & Customer Safety
Generator back up (electrical load bank test)	Annually	Head of Investment & Cyclical Maintenance
Generator back up (mechanical certificate)	Bi-annually	Head of Investment & Cyclical Maintenance
Generators insurance	Annually	Head of Investment & Cyclical Maintenance
Lift A (LOLER)	Bi-annually	Head of Investment & Cyclical Maintenance
Lift A (maintenance)	Every two months	Head of Investment & Cyclical Maintenance
Lift B (LOLER)	Bi-annually	Head of Investment & Cyclical Maintenance
Lift B (maintenance)	Every two months	Head of Investment & Cyclical Maintenance
Lighting conductor	Annually	Head of Investment & Cyclical Maintenance
Plant room	Annually	Head of Investment & Cyclical Maintenance
Portable appliance test	Annually	Head of Investment & Cyclical Maintenance
Refuse room (chute damper)	Annually	Head of Investment & Cyclical Maintenance
Refuse room (suppression system)	Monthly	Head of Investment & Cyclical Maintenance
Rooftop fans	Quarterly	Head of Investment & Cyclical Maintenance
Rooftop inspection	Monthly	Head of Building Support Services
Smoke ventilation system	Annually	Head of Investment & Cyclical Maintenance
Structural surveys	To be commissioned 2023/24	Head of Compliance & Customer Safety
Temperature monitoring	Quarterly	Head of Investment & Cyclical Maintenance
Vehicle barriers	Bi-annually	Head of Investment & Cyclical Maintenance
Visual inspection of fire regulations equipment	Monthly	Head of Compliance & Customer Safety
Water risk assessment	Bi-annually	Head of Investment & Cyclical Maintenance

**This service schedule is reviewed and refreshed annually in line with our overall risk and assurance approach.**